

JOB TITLE: Education Specialist

SWC/3

DEPARTMENT: Soil and Water Conservation, Rutherford County

JOB SUMMARY: This position performs a variety of office management, programming, marketing, and program support duties.

MAJOR DUTIES:

- o Coordinates and performs a range of staff and operational support activities; serves as liaison with other departments.
- o Provides administrative support for the department; answers the telephone; assists visitors and customers; resolves or refers a range of administrative problems and inquiries.
- o Operates a personal computer to compose and edit correspondence and other documents.
- o Schedules and coordinates meetings, events, interviews, and appointments.
- o Prepares and assists with the preparation of statistical and narrative reports.
- o Posts, balances, monitors, and reconciles ledgers, budgets, and financial reports.
- o Requisitions supplies.
- o Sorts, screens, and distributes incoming and outgoing mail.
- o Develops and coordinates a variety of educational activities and programs.
- o Prepares and conducts public presentation of educational programs to community and school groups.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern office practices and procedures.
- o Knowledge of relevant state laws and local ordinances governing department operations.
- o Knowledge of county and department policies and procedures, including purchasing procedures.

- o Knowledge of department functions and organization.
- o Knowledge of accounting and bookkeeping practices.
- o Knowledge of business English, spelling, and usage.
- o Skill in performing mathematical calculations.
- o Skill in report preparation.
- o Skill in analyzing and compiling statistical data.
- o Skill in operating equipment such as a computer, typewriter, calculator, facsimile machine, postage meter, scanner, microfilm machine, and copier.
- o Skill in organizing and prioritizing work.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The District Conservationist assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county ordinances, department policies and procedures, and relevant state and federal laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related administrative duties in support of the department.

SCOPE AND EFFECT: The purpose of this position is to provide administrative support to the department. Successful performance in this position helps in the efficient operation of the department.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, state and federal agency representatives, farmers and landowners, developers, other environmentalists, consultants, engineers, teachers and students, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.